COUNTY OF
LOS ANGELES

HOW TO
APPLY
FOR THE JOB

Everything you need to know about the Los Angeles County online Job Application system.

Los Angeles County
Human Resources
YOUR CAREER STARTS HERE.

CONTENTS

1. INTRODUCTION

Purpose of this Guide
The County of Los Angeles Department of Human Resources (DHR) has designed its website to provide a variety of information about County employment. This guide has been prepared to help you navigate the DHR website to search for jobs and set up a user profile.

How to Access the Website
You may access the DHR website by visiting http://hr.lacounty.gov. For your convenience, DHR has made some website content also available via a mobile-accessible site at http://m.hr.lacounty.gov. The information provided in this guide applies to navigating the *full website* from a computer. The homepage for the full website is shown below.
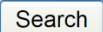
2. SEARCHING FOR CURRENT JOB OPPORTUNITIES

The DHR website lists all job opportunities for which the County is accepting employment applications. The following section describes methods for conducting job opportunity searches on the DHR website.[1]

1

Main Search
Search according to multiple criteria. To conduct this type of search, follow the instructions below:

→ Click on **Job Search** as shown in the screen shot above. A new webpage will appear as shown in the screen shot to the right.

→ Enter one or more search criteria in the yellow shaded area of the webpage:
   o **Yes** or **No** to indicate whether you are a County employee.
   o **Full Time** or **Part Time** to indicate your desired employment type.
   o **Keyword(s)** related to the job you seek (e.g., accounting or programming).
   o Your desired **salary range** (slide the ends of the orange scrollbar to adjust the range).
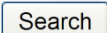
→ Click on the [Search] icon.

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[1] This section addresses restricting the full list of job opportunities to only those that meet your specific needs. If you wish to view all job opportunities, do not enter any criteria when conducting your search.

In contrast to the (1) *Main Search* which takes you to a separate webpage to select multiple job search criteria, there are ways to search for job opportunities *directly* from the homepage of the DHR website. As you become more familiar with County jobs and navigating the DHR website, you may find one or more of these other search methods useful.

(2) *Keyword Search*
Search according to keyword(s) related to job opportunities. To conduct a keyword search, type a keyword (e.g., accounting or programming) in the text box and click on the Search icon.

(3) *Quick Search*
Search according to major job category (e.g., Administrative or Technology). To conduct a quick search, click on the name of one of the major job categories.

(4) *Executive and Special Recruitment Search*
Search for executive openings and special recruitments (e.g., positions requiring highly specialized expertise). To conduct this type of search, click on the Executive Positions & Special Recruitments icon.[2]

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[2] Most executive recruitments do not require applicants to create a user profile or submit a County employment application (i.e., a resume and statement of interest may suffice). If you are interested in an executive recruitment, carefully review its specific job brochure for instructions.

3. REVIEWING THE SEARCH RESULTS

Conducting searches results in a listing of current job opportunities that meet your search criteria. The listing will be displayed on a new webpage (see screen shot below) and will provide general information (e.g., position title, department, and salary) for each job opportunity. The following section describes key points for reviewing the search results page.

5   *Modify Search Results*
In the gray shaded portion on the left-hand side of the search results page, you can modify your search criteria to narrow or expand the listing of job opportunities. Note that two additional search criteria are available: **Department** (e.g., Fire Department) and **Job Type** (e.g., Professional). After you have made your selection(s) to modify the search, click on the `Go` icon.

6   *View Multi-Page Search Results*
To view search results that are shown across multiple webpages, click on a page number shown at the top of the search results area.

7   *Sort Search Results*
By default, new or updated job opportunities are listed first. You can sort the listing by any of the general information provided (e.g., salary) by clicking on a field name in the header row of the listing. Repeated clicks on a single field name switch the sort between ascending (e.g., low to high) and descending (e.g., high to low).

8   *Obtain Detailed Job Opportunity Information*
Click anywhere in the "row" for a given opportunity to review the official job bulletin that details important information such as duties and requirements. The job bulletin will open in a new window, and you can toggle between windows to return to the search results page as needed.

4. REVIEWING INFORMATION ABOUT A SPECIFIC JOB OPPORTUNITY

The official job bulletin for a specific opportunity provides very important information. The following section highlights *selected* portions of the job bulletin that relate to the purpose of this guide. We strongly recommend that you review the job bulletin in its <u>entirety</u> for other purposes (e.g., to understand the duties and requirements) <u>before</u> submitting an application.
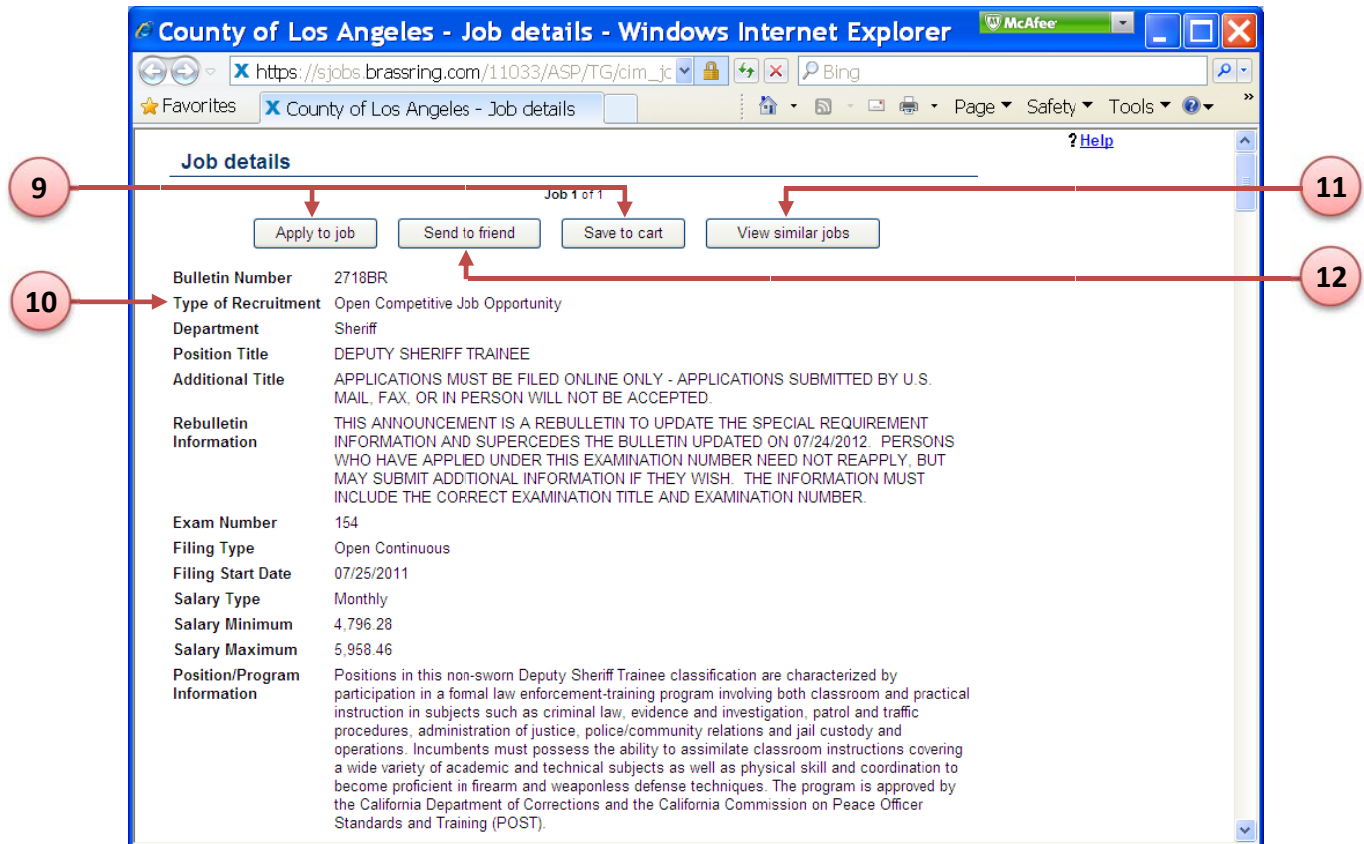
9   *Apply to Job* and *Save to Cart*
These two icons direct you to sections of the DHR website where you can immediately apply or save the job opportunity for later review, respectively. To utilize these features, you must be logged-in to your user profile. The next section of this guide describes creating and accessing a user profile.

10   *Type of Recruitment*
Non-County employees can only apply for "Open Competitive" job opportunities. If reviewing a job bulletin that indicates any other recruitment type (e.g., "Departmental Promotional"), revise or conduct a new search in which you specify your County employment status.

11   *View Similar Jobs*
If you find a job opportunity interesting, you may want to view other similar opportunities. Clicking this icon opens a window that lists these opportunities.

12   *Send to Friend*
Click on this icon to email a hyperlink for the job bulletin you are viewing to yourself or someone you know.

## 5. CREATING & ACCESSING YOUR USER PROFILE

There are numerous paths on the DHR website for creating and accessing a user profile. The following section describes the most straightforward path for performing these two actions.

13 *Create Your Profile*

→ Click on **Access Your Profile** from the DHR website homepage as shown in the screen shot above. A new webpage will appear as shown in the screen shot to the right.

→ Click on **Click here to create a new account** in the log-in area at the top right-hand corner of the webpage.

→ A new window describing the privacy policy will appear as shown in the screen shot below.
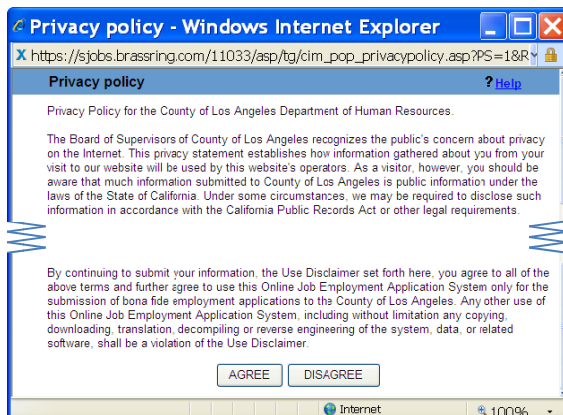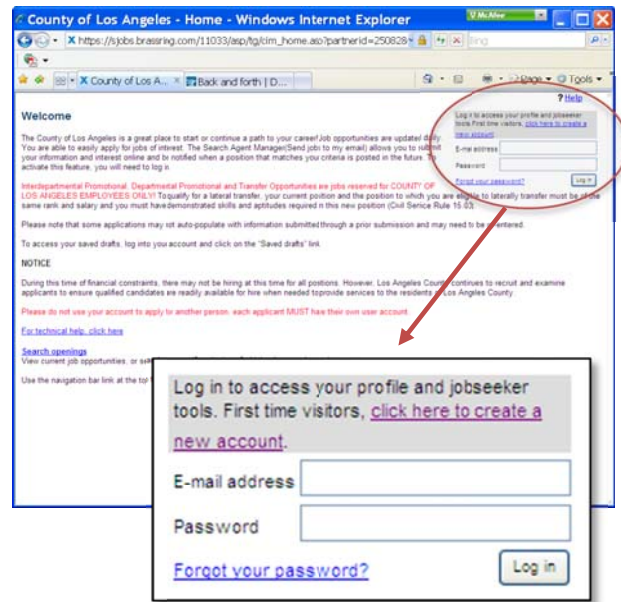
→ Read the privacy policy and click on the AGREE icon at the bottom of the window.

Note: If you click on the DISAGREE icon, you will not be able to create an account or apply online for job opportunities. *Most* job opportunities require online application submission (i.e., applicants cannot submit paper applications).

→ A new webpage will appear as shown in the screen shot below that prompts you to create a login. Read the information on the webpage and enter/select the requested items:

- o **Email address.**
- o **Password**. You must change your password after 90 days.
- o **Security Question**. If you forget your password, the system will verify your identity by posing this question. If you answer it correctly, you will be able to re-set your password and access your account.
- o **Security Question Answer**. Be sure to provide an answer to your selected security question that you will easily remember in the future.

→ Click on the Create icon at the bottom of the window.

→ The Welcome screen of your user profile will appear on a new webpage as shown in the screen shot below.

14

Access Your Profile

→ Click on **Access Your Profile** from the DHR homepage as shown in the screen shot above. A new webpage will appear as shown in the screen shot to the right.

→ Enter your email address and password in the log-in area at the top right-hand corner of the webpage.

   Note: If you do not remember your password, click **Forgot your password?** and follow the instructions in the new window that appears.

→ Click on the [Log in] icon.

→ The Welcome screen of your user profile will appear on a new webpage as shown in the screen shot to the right.

6. UTILIZING YOUR USER PROFILE

The following section describes some of the useful features of your user profile.

Customizing Your User Information

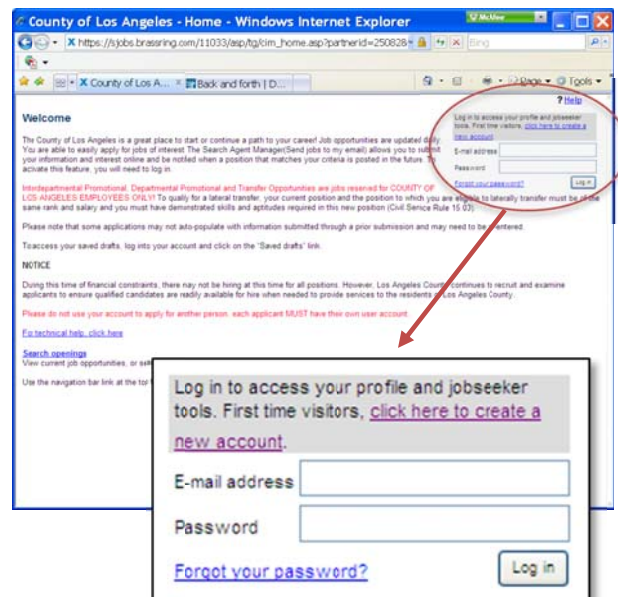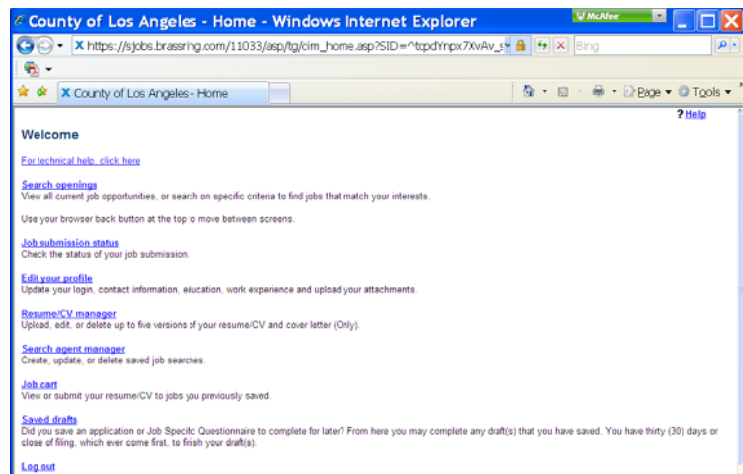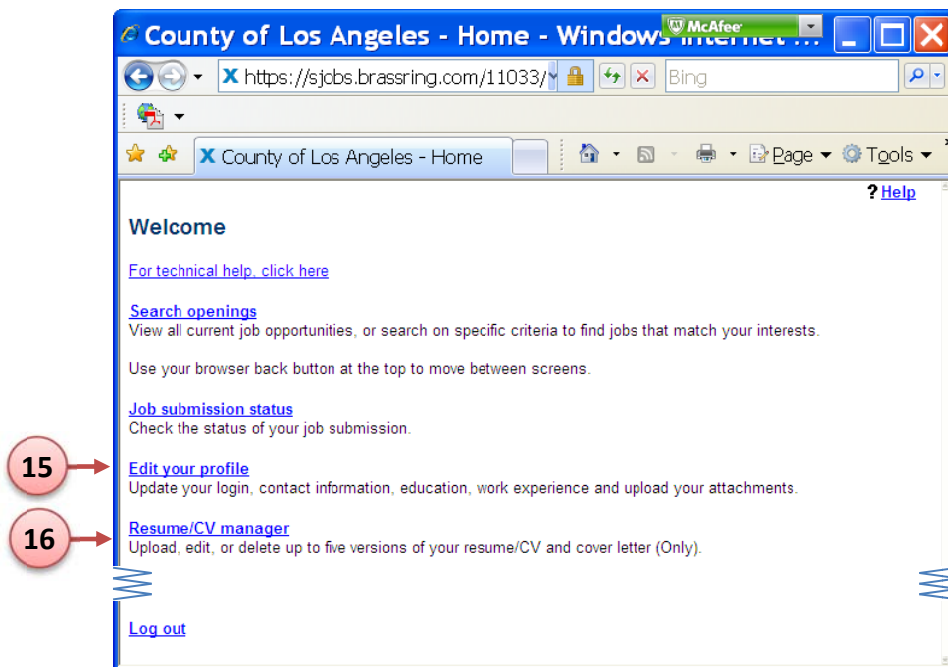**15** *Edit Your Profile*

→ Click on **Edit Your Profile** from the Welcome screen as shown in the screen shot above. A new webpage will appear as shown in the screen shot on the right.

→ Click on the respective tabs and enter, update, or review profile information.
  - **Contact Information** (e.g., mailing address)
  - **Work Experience** (e.g., job duties)
  - **Education** (e.g., degrees)
  - **Attachments** (e.g., transcripts)[3]
  - **Questions** (e.g., email preferences)

Note: When applying for a job, you will have the opportunity to review and update this information before you submit your application.

→ Click on the Save icon (if you make any changes) and the Back icon at the top or bottom of the webpage to return to your user profile Welcome screen.

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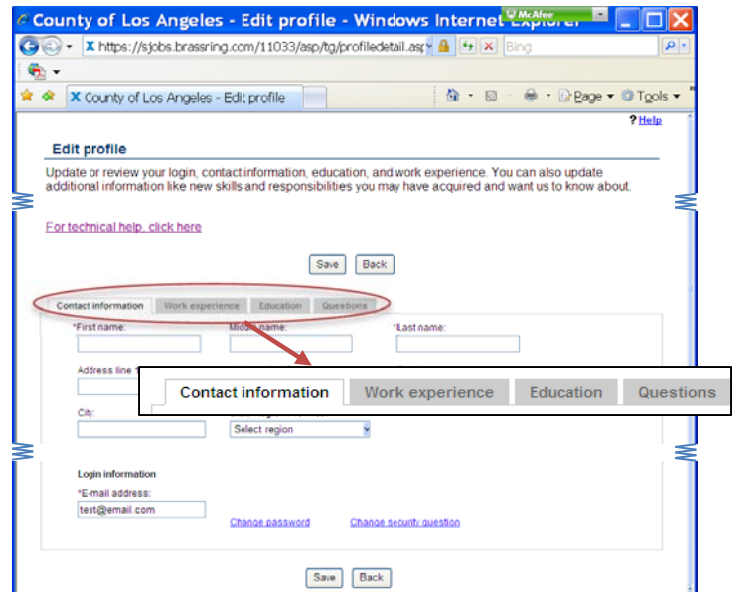
[3] The Attachments tab will only appear after you have applied online for a job opportunity and included an attachment with your submission.

16 _Save and Manage Resumes & Cover Letters_

The **Resume/CV and Cover Letter Manager** allows you to save versions of your resume, curriculum vitae (CV), and cover letter to your profile. When applying for a job opportunity, you can select which version to include with your application depending on the previous work experience you want to emphasize. Follow the instructions below to utilize this feature. [4]

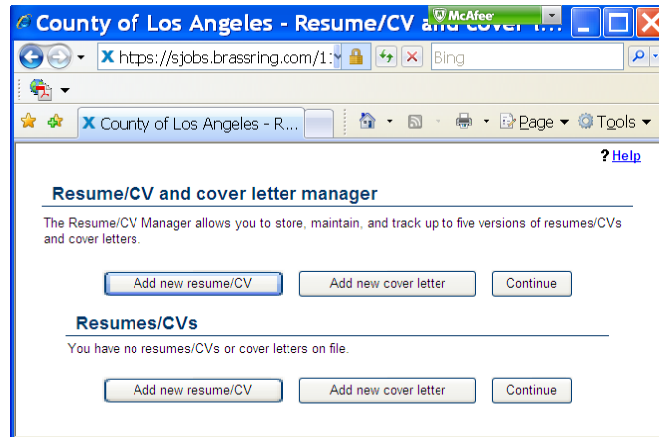→ Click on **Resume/CV Manager** from the user profile Welcome screen as shown in the screen shot on the previous page. A new webpage will appear as shown in the screen shot below.

Resume/CV

→ Click on the [Add new resume/CV] icon to add a new resume/CV. A new window will appear as shown in the screen shot on the right.

→ Click on a radio button on the left-hand side of the screen to indicate whether you want to upload the document from your computer or type/paste it into the system.

If you indicate the latter, the window will change and provide a textbox in which you can type/paste your information.
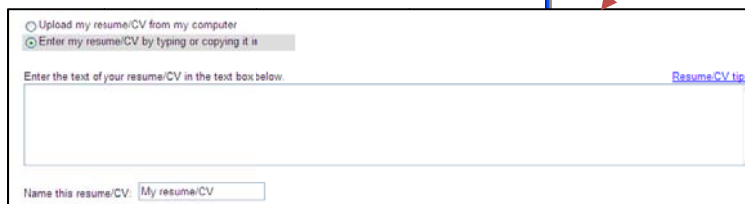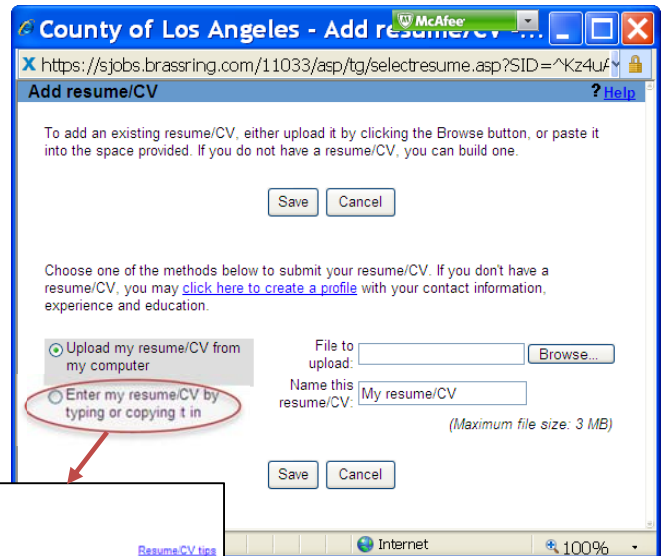
→ Depending on your selection above, select the file to upload from your computer (click on the [Browse...] icon to access your files), or type/paste your information into the textbox. [5]

→ Provide a name for the document that identifies what makes it unique from other similar documents in your profile (e.g., Accounting Resume or Management Resume) and click on the [Save] icon at the bottom of the window.

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[4] Only use the **Resume/CV Manager** for resumes, CVs, and cover letters. Use the Attachments tab in the **Edit Your Profile** section of your profile to upload other types of documents (e.g., degrees and transcripts).

[5] If you type/paste your information into the system, you can include HTML codes to format the information for easy viewing.

→ A new window will appear that previews and confirms the document has been saved. Click on the [Close] icon (or the [Continue] icon if you typed/pasted in your information) to close the window and return to the Resume/CV Manager webpage.

Cover Letter

→ Click on the [Add new cover letter] icon from the **Resume/CV and Cover Letter Manager** webpage to add a new cover letter. A new window will appear as shown in the screen shot on the right.

→ Enter a name for the cover letter, type/paste the content of the cover letter into the textbox provided, and click on the [Save] icon.

→ A new window will appear that previews and confirms the document has been saved. Click on the [Continue] icon to close the window and return to the Resume/CV Manager webpage.

General Information

→ When you add a new resume, CV, or cover letter, the **Resume/CV and Cover Letter Manager** webpage updates to display a summary of the new and existing document(s) saved to your profile, as shown in the screen shot below. From the webpage, you can perform the following actions:

  o **View, edit, and delete documents**. Editing or deleting a resume, CV, or cover letter does not impact the documents you previously-submitted with a job application (e.g., edits are effective moving forward and are only applied to newly-submitted applications).

  o **Browse document posting date**, which is the date you saved a document to your profile.

  o **View Submissions**. View the job application(s) to which you have attached each document.

o **Set document default**. If you have multiple versions of a given document (e.g., different resumes), you can designate one that is automatically attached to all of your online applications. When applying for a job, you will have the opportunity to remove or upload a different document.

Utilizing Additional Job Search Methods
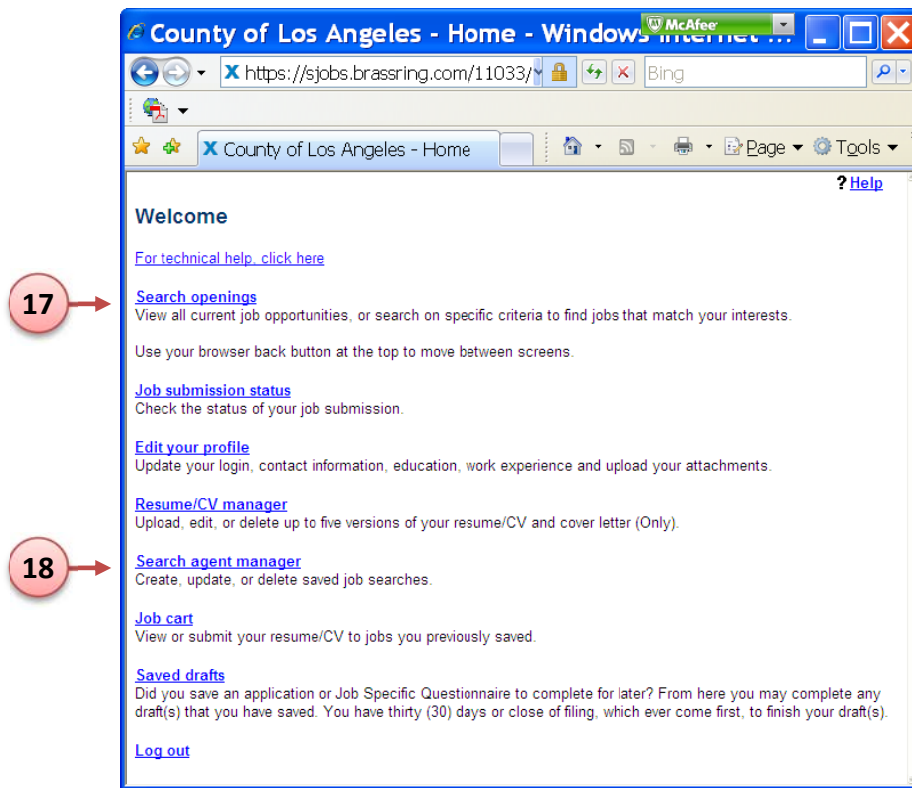
17 *Search Openings*

Allows you to search for openings using the same criteria described in Section 2 of this guide, along with additional search criteria. Follow the instructions below to utilize this feature.

→ Click on **Search Openings** from the Welcome screen of your user profile as shown in the screen shot above.

→ A new webpage will appear as shown in the screen shot to the right.

→ Enter your search criteria, noting the additional search criteria available by searching via this method:

- o Job Field (e.g., Human Resources)

- o Essential Job Functions. Type or paste a description of the job duties you want to perform into the text box to view matching jobs.

- o Job Match. Type or paste a description of your ideal job, your specific skills, or your resume into the text box to view matching jobs.
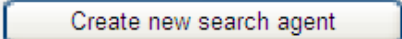
→ Click on the ⬚Search⬚ icon.

18 *Search Agent Manager*

Allows you to create, edit, and run saved searches. New search results can be regularly emailed to you. Follow the instructions below to utilize this feature.
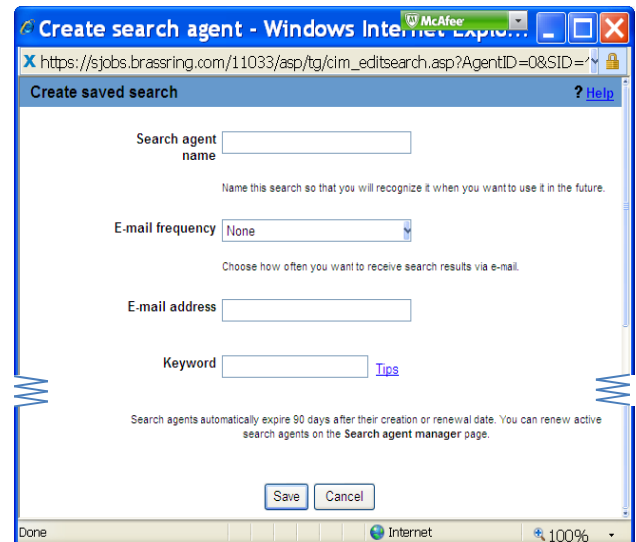
→ Click on **Search Agent Manager** from the Welcome screen of your user profile as shown in the screen shot on page 14.

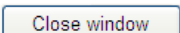→ In the new window that appears, click on the | Create new search agent | icon.

   Note: This window will only appear if you are setting up your first search agent.

→ A new webpage will appear as shown in the screen shot below. Enter the following information:

   o Search Agent Name. Give the search a name that reflects its content (e.g., Clerical Search).

   o Email Frequency. Indicate how often (e.g., weekly) you want to be notified about new opportunities that match your search.

   o Email Address. Enter the email address where you want the notifications to be sent.

   o Search Criteria. Indicate your search criteria such as keyword, position title, salary range, etc.
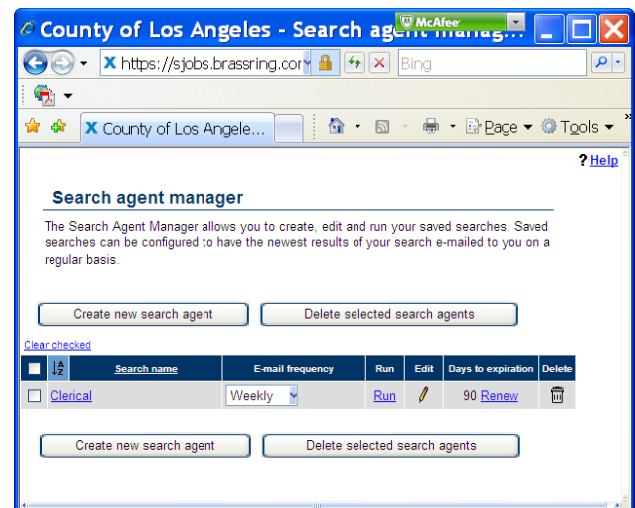
→ Click on the | Save | icon at the bottom of the page.

→ A new screen will appear to confirm that your search has been saved. The search agent will remain active for 90 days. Read the message provided and click on the | Close window | icon.

→ A new screen will appear that provides a summary of your saved search as shown in the screen shot to the right. From this screen, you can perform the following:

   o create new searches to save
   o modify existing searches (e.g., change email frequency or edit search criteria),
   o run a saved search
   o view the remaining number of days a search will remain active
   o renew a search for 90 days
   o delete a search

   Note: If you already have at least one saved search, this summary will appear when you click on **Search Agent Manager** from the Welcome screen of your user profile.

7. CONCLUSION

This guide has been prepared to help you navigate the DHR website to search for jobs and set up a user profile. As you navigate the website to perform these functions, you may notice **?** Help   and For technical help, click here hyperlinks on many of the webpages (see example screen shots below). You can click on these hyperlinks to obtain additional assistance, including answers to Frequently Asked Questions and a mechanism to send questions directly to a Support Analyst who will respond to you by email.
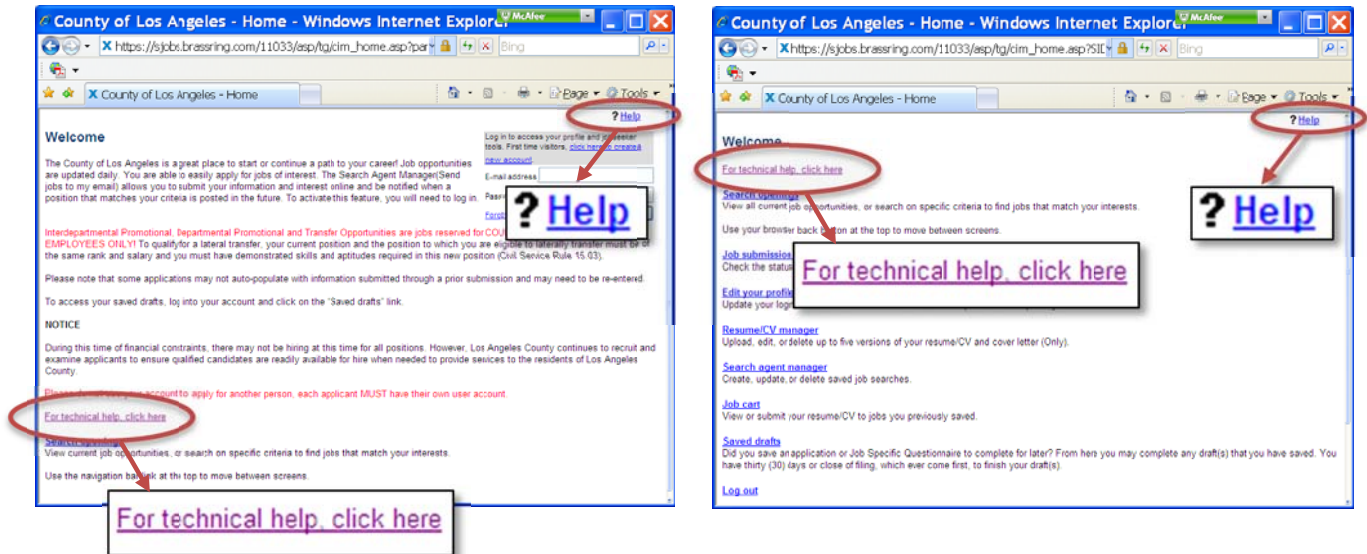
We wish you the best in your career endeavors.

For questions related to your application or information about a specific job bulletin, please refer to the contact name indicated on the job bulletin announcement.

Talent Management Division

D | H | R

Department of Human Resources
County of Los Angeles